

WATER QUALITY PROGRAM COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Water Quality Project Coordinator position exists is to plan, organize and monitor activities of the Water Resources Department that impact the water quality and the City of Scottsdale. This classification receives general supervision from the Water Quality/Laboratory Manager.

ESSENTIAL FUNCTIONS

Manages water quality projects; such as Source Water Protection, Consumer Confidence Report, AWWARF and Tap into Quality

Provides advice on the coordination and implementation of policy issues.

Coordinates citizen outreach programs; such as tracking and managing public inquiries, citizen education and community events.

Stays current with new/revised environmental regulations and informs/educates operating personnel of changes.

Maintains compliance with federal, state and local water quality regulations; prepares compliance reports for federal, state and local agencies.

Coordinates water quality and environmental aspects of technical and regulatory work with the various City departments and functions.

Promotes water quality and environmental awareness throughout the organization and to the general public.

Team player who works effectively with City staff and citizens.

Creative thinker who is driven by opportunities to continually improve.

Assumes ownership of a variety of key projects dealing with citizens and employees.

Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The intergovernmental environment for which sound long-range planning is essential.

Ability to:

Support other Water Resources staff performing a variety of duties at different skill levels.

Plan and evaluate environmental programs.

Interact with Council, boards, commissions, top management staff, general public and outside organizations.

Review and edit departmental procedures in a team effort, to ensure conformance to standards.
Produce written documents with clearly organized thoughts.
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
Enter data or information into a terminal, PC or other keyboard device.
Lift and/or move heavy objects up to 50 pounds.
Work in adverse weather conditions for extended periods.
Communicate effectively both verbally and in writing.
Listen and communicate effectively with a diverse group of people.
Prioritize own and others schedule and work tasks and complete work within specified time periods and deadlines.
Personify leadership, promote shared responsibility and teamwork; and have a shared commitment to quality.

Education & Experience

Any combination of training, education and experience equivalent to five years of experience in the field of water resources, water quality, or environmental quality. A Bachelor of Science degree in Environmental Science, Environmental Engineering, Environmental Planning or a related field such as Biology, Geology, Hydrology, Chemistry, Natural Resources, Public Administration, or Business Administration is desirable.

No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified